



CIVILIAN HUMAN RESOURCES AGENCY SOUTH CENTRAL REGION CIVILIAN PERSONNEL EMPLOYEE BULLETIN JUNE 2011

AF LINK:

<http://www.bragg.army.mil/Organizations/TENANT-UNITS/Civilian-Personnel-Advisory/Home.aspx>

NAF LINK:

http://www.bragg.army.mil/Organizations/Tenant-Units/Civilian-Personnel-Advisory/NAF/AF_home.aspx

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Civilian Personnel Advisory Center
Fort Bragg, NC 28310
Director, Jeanne T. Scharch

Coming Soon to ABC-C Website!



The ABC-C website will soon add a "Life Events" button, a feature to inform and guide employees through the many changes prompted by marriage, divorce and many other life events. Continue to monitor the ABC-C web site for this new feature at <https://www.abc.army.mil/>.

MyPay Goes Mobile!

DFAS has announced that many MyPay on-line services can now be accessed from mobile devices with a built in web browser such as Android, BlackBerry, iPhone, or other Smartphone, or iPod touch device. Simply visit <https://myPay.dfas.mil> and start accessing your account anytime, anywhere!



OPEN SEASON

**Federal Long Term Care
Insurance Program
(FLTCIP)**

DATES:

APRIL 4 THROUGH JUNE 21, 2011

Visit: <https://www.abc.army.mil/LTC/LTCOpenSeason.htm>

BENEFITS TOOL



The Army Benefits Center-Civilian (ABC-C) website now includes a new feature: the *New Employee Benefits Tool Kit*!

The ABC-C is proud to offer this one-stop, streamlined page, designed to introduce new employees to the ABC-C and its services, provide information and tools on retirement and insurance benefits, and much more. The tool kit includes ABC-C's recently announced automated and self-paced "New Employee Benefits Briefing," and also an email inquiry box to allow appointees to contact the ABC-C with questions prior to the entrance on duty date.

The New Employee Benefits Tool Kit will make benefits in-processing more efficient and allow appointees to get a head start on learning about the Federal benefits available to them. Employees will have the references needed to make informed decisions regarding benefits that will protect them and their family members today and tomorrow.

Serving Army, Defense Contracting Management Agency, and National Guard customers with pride, the ABC-C welcomes feedback via ICE. The New Employee Benefits Tool Kit is now available on the ABC-C website at <https://www.abc.army.mil/NewEmployee/NewEmployeeToolKit.htm>, or from the ABC-C Homepage <https://www.abc.army.mil>.

ARMY CIVILIAN CORPS CREED

**I am an Army Civilian – a member of
the Army Team.**

**I am dedicated to our Army, our Soldiers
And Civilians. I will always support the mission.**

**I provide stability and continuity during war
and peace. I support and defend the Constitution of the United
States and consider it an honor
to serve our Nation and our Army.**

**I live the Army values of Loyalty, Duty,
Respect,
Selfless Service, Honor, Integrity, and
Personal Courage.
I am an Army Civilian.**



Forfeiture of Compensatory Time Earned for Travel

An employee must use his or her accrued compensatory time off for travel by the end of the 26th pay period after the pay period during which it was earned or that compensatory time off is forfeited, except in certain circumstances:

a. Held in Abeyance due to military leave or workers compensation.

Unused compensatory time off for travel will be held in abeyance for an employee who separates, or is placed in a leave without pay status, and later returns following (1) separation or leave without pay to perform service in the uniformed services (as defined in 38 U.S.C. 4303 and 5 CFR 353.102) and a return to service through the exercise of a reemployment right or (2) separation or leave without pay due to an on-the-job injury with entitlement to injury compensation under 5 U.S.C. chapter 81. The employee must use all of the compensatory time off for travel held in abeyance by the end of the 26th pay period following the pay period in which the employee returns to duty, or such compensatory time off for travel will be forfeited.

b. An exigency of the service beyond the employee's control.

If an employee fails to use his or her accrued compensatory time off for travel before the end of the 26th pay period after the pay period during which it was earned due to an exigency of the service beyond the employee's control, the head of an agency, at his or her sole and exclusive discretion, may extend the time limit for up to an additional 26 pay periods.

AUTOMATIC FORFEITURE

1. Separation from Federal service.
2. Voluntary transfer to another agency (including a promotion or change to lower grade action).
3. Movement to a position in an agency not covered by the compensatory time off for travel provisions (e.g., the United States Postal Service). However, the gaining agency may use its own legal authority to give the employee credit for such compensatory time off.

LUMP-SUM PAYMENT?

No, the law prohibits payment for unused compensatory time off for travel under any circumstances.



Automated Nature of Action (AutoNOA): "Awards"

The Automated Nature Of Awards (AutoNOA) is a website designed for the creation and processing of Individual or Mass Awards (i.e. Performance Awards, Time-Off Awards, On-the-Spot or Special Act Awards). Honorary awards are not processed by AutoNOA.

Manager's, who have DCPDs accounts that end with MGR or MGA will be able to pull their employees from a drop down list to "request" the award (s). The Requester must assign an "Authorizer." The Authorizer is someone in their organization who is already assigned as "Authorizer" in DCPDS. The Authorizer will receive an email notification to review the list of employees and Award amounts. Once the list is "Authorized", AutoNOA will receive the signal to "CREATE" and "PROCESS" the Award RPA(s). AutoNOA will process the Awards through the already established Awards process.

This process will expedite the awards process and head off common errors that come with incomplete RPA submissions. Managers will need to request access to this feature by visiting <https://nccpoc.ria.army.mil/autonoa> and completing the request for access. Once access is granted you may then submit your award recommendation.

Roth 401k Feature Coming to the Thrift Savings Plan (TSP)!

Beginning January 2012, the Thrift Savings Plan (TSP) will offer a Roth 401k feature. The Roth TSP option will be available for both regular employee contributions and catch-up contributions for those 50+.

Both Roth and regular contributions to TSP (and catch-ups) are subject to the same IRS annual limits - contributions are added together towards the limit, no separate limit for Roth contributions.

For more information please visit, <https://www.tsp.gov/PDF/formspubs/oc06-5.pdf>.

Why We Manage Production



“To deliver the quality services and results the American people expect and deserve, the federal government must recruit and hire highly qualified employees, and public service should be a career of choice for the most talented Americans. Yet, the complexity and inefficiency of today's federal hiring process deters many highly qualified individuals from seeking and obtaining jobs in the federal government.” Such was the prevailing thought of the President in May 2010 that led to implementation of changes in the government hiring process. Along with attracting and retaining the highest quality talent, one of the major directions he emphasized to federal agencies was the reduction of hiring timelines. As a result, agencies are shooting for an 80-day fill time average by fiscal year 2012. Human resource supervisors and specialists have received focused objectives to improve production management.

This summer, agencies must begin submitting regular reports on the time it takes to bring new talent on board. In a memo dated April 19, 2011, the Office of Personnel Management outlined requirements for submitting time-to-hire reports. According to this new guidance, agencies in fiscal year 2011 must collect and report time-to-hire data for delegated examining hires and, when possible, positions filled through announcements posted at USAJobs. Beginning in fiscal year 2012, agencies will transition to reporting information for all new hires through USAJobs, as well as data for mission-critical occupations and commonly filled positions. According to the memo, this timeline will give agencies the opportunity to adapt their systems to support the new data collection requirements. As of June 30, agencies will be required to submit information from the first two quarters of fiscal year 2011. From that point forward, reports will be due on a quarterly basis. Clear measurements of progress are expected to galvanize efforts in a way general, broader goals may not. The level of detail in these reports will provide solid benchmarks that agencies may use to understand what they are doing well and what areas of the hiring process they need to pay special attention to.

Specifically speaking, the Department of Defense is one of the largest civilian employers in the world, hiring more than 100,000 employees every year. The gravity of the mission of the department calls for the efficient employment of a work force that is ready to engage in complex duties at home and abroad. With such a large volume of challenging and rewarding job opportunities, it is to the benefit of everyone, from the job-seeker to the national economy that the multi-faceted hiring reform is successful. And the quicker this is done, the better.

Civilian Human Resources Agency (CHRA) Ft Bragg CPAC Training Schedule

Date	Course	Target Audience	Time and Location	Enrollment Info
7 Jun 11	How to Negotiate with the Union	Supervisors	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
8 Jun 11	RESUMIX	Prospective/Current Federal Employees	0930 - 1130 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
21 Jun 11	Developing Employees	Supervisors	1330 - 1530 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
22 Jun 11	Personnel Coordinators Workshop	Unit HR Liaisons	1300 - 1600 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
7 Jul 11	Interviewing Techniques	Supervisors	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
12 Jul 11	Leave Administration	Supervisors	1300 - 1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
13 Jul 11	RESUMIX	Prospective/current Federal employees	0930 - 1130 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
19 Jul 11	Developing Employees	Supervisors	1330 - 1530 CPAC, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg	For registration, contact CPAC Training Office at 910-396-8621/6815
20 Jul 11	MER Dos and Don'ts	Supervisors	1330-1530 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg, NC	For registration, contact CPAC Training Office at 910-396-8621/6815
26 Jul 11	TAPES for Supervisors	Supervisors	1330-1530 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg, NC	For registration, contact CPAC Training Office at 910-396-8621/6815
28 Jul 11	Nuts and Bolts of Disciplinary Actions	Supervisors	1300-1500 CPAC Training Room, Bldg. 2-1105, D-Stack Macomb Street, Fort Bragg, NC	For registration, contact CPAC Training Office at 910-396-8621/6815

For local registration and more information, please contact the Bragg CPAC Training Office at 910-396-8621/6815

CHRTAS: Please register through the Civilian Human Resources Training Application System (CHRTAS) at www.atrrs.army.mil/channels/chrtas/default.asp.

Register in CHRTAS

In the center of the page, under the logo, see PLEASE SIGN IN BELOW. Click on the arrow to select your category: Category to select is ARMY. See SIGN IN OPTIONS: Sign in using one of the three options (CAC, AKO, DOB, and SSN). Create a Student Profile, or update: CREATE/UPDATE STUDENT PROFILE Click CREATE/UPDATE CHRTAS RECORD.

Apply for Courses

Select FY 2011 or FY 2012 and Select region (0106 - CHRA - South Central).

Use the Drop Down to find course and Select course (like HR for Supervisors).

Select Location, desired date, and course.

Submit the Application. **Your supervisor will receive an email to approve/disapprove course enrollment.**